

Future Plans—list plans for the upcoming quarter/next 90 days

Project Goals and Objectives &Tasks (as listed on the Community Action Plan)	Proposed Targets (goals for the next 90 days)	Activities (what you plan on doing to reach the goals)	Person(s) Responsible (who will do what)	Needed Resources (what do you need to do it? Funding, volunteers, etc.)	Timeline (when will you have it done by?)	Date completed
<p>Objective 1: Community assessment and resources.</p> <p>A. Make your program palatable to community stakeholders.</p> <p>Task 1: Memorize your mission statement.</p> <p>Task 2: Identify community stakeholders.</p> <p>Task 3: Examine each stakeholder to provide a link between their mission in the community and yours.</p> <p>Objective 2: Develop a communications plan.</p> <p>A. Develop a list of communication activities.</p> <p>Task 1: Brainstorm a list of local media.</p> <p>Task 2: Contact media.</p> <p>Task 3: Develop a press release and/or PSA for local media.</p> <p>Objective 3: Build a literacy coalition.</p> <p>A. Introduce program to school stakeholders.</p>						

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<p>Task 1: Identify school staff and faculty stakeholders.</p> <p>B. Identify community members and organizations interested in literacy issues.</p> <p>Task 1: Write an informational letter or prepare a presentation to stakeholders about building a literacy coalition.</p> <p>Task 2:</p> <p>C. Organize an informational meeting with organizations interested in being a part of a literacy coalition.</p> <p>Objective 4: Develop sustainable strategic plan through inclusive collaborative efforts.</p> <p>A. Prepare an informational presentation to “sell” your program to school stakeholders.</p> <p>B. Prepare volunteer information to present to community members.</p> <p>Task 1: Identify volunteer sources in the community.</p> <p>Task 2: Schedule presentations and informational sessions about America</p>						

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<p>Reads for potential volunteers.</p> <p>Task 3:</p> <p>C. Keep local media and community aware of America Reads throughout VISTA year by advertising literacy events and awareness projects.</p> <p>Task 1: Task 2:</p> <p>D. Keep the America Reads program sustainable and funded.</p> <p>Task 1: Recruit volunteer site coordinator for America Reads program.</p> <p>Task 2: Conduct a needs assessment for your program.</p> <p>E. Develop a plan for initial coalition activities such as grant writing, volunteer recruitment, etc.</p> <p>F. Develop a grant writing strategy.</p> <p>Task 1: Make a list of grants appropriate to the community by searching the Internet or using library software.</p> <p>Task 2: Write a grant (with other school staff or community members, if</p>						

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<p>applicable) and submit it by the deadline.</p> <p>G. Determine local funding sources.</p> <p>Task 1: Identify local funding sources.</p> <p>Task 2: Write a generic letter to send to potential funding sources.</p> <p>Task 3: Solicit donations for literacy awareness events and award programs.</p> <p>Task 4: Maintain records of contributions, cash or in-kind.</p> <p>H. Identify and contact key stakeholders in outreach communities.</p> <p>Task 1: Send informational letter to outreach schools.</p> <p>Task 2: Schedule informational presentation at outreach schools.</p> <p>Task 3: Implement the America Reads program at outreach school sites.</p> <p>Task 4: Develop a summer reading program that encompasses host site and outreach communities.</p> <p>Objective 5: Implement the America Reads program and</p>						

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<p>design an assessment plan.</p> <p>A. Meet with staff to determine which students will be tutored.</p> <p>B. Schedule a training for volunteers.</p> <p>Task 1: Schedule a regional America Reads trainer.</p> <p>Task 2: Secure meeting materials and facilities.</p> <p>Task 3: Advertise training to existing and potential volunteers.</p> <p>C. Develop a plan for volunteer recognition and rewards.</p> <p>Task 1:</p> <p>Task 2:</p> <p>Objective 6: Develop an evaluation plan for the America Reads program at host schools.</p> <p>A. Meet with site supervisor to determine an assessment model for students in tutoring program.</p> <p>B. Track students’ progress throughout the program based on the model.</p>						

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C. Distribute surveys about program to parents and staff concerning the America Reads program. D. Report all data to OPI.						